



COMDTINST 1001.31E  
MAY 11 2000

COMMANDANT INSTRUCTION 1001.31E

Subj: COAST GUARD RESERVE COMMISSARY ENTITLEMENT

Ref: Department of Defense Armed Services Commissary Regulations (DOD 1330.17-R)

1. PURPOSE. To implement military commissary privilege eligibility and entitlement procedures for members of the Coast Guard Reserve.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall comply with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. Coast Guard Reserve Commissary Entitlement, COMDTINST 1001.31D, is canceled.
4. DISCUSSION. Reference (a), available through the Human Resources Service & Information Center (HRSIC), establishes uniform policies relating to the operations of the Defense Commissary System and defines those who are authorized to use this benefit. The regulations contained in reference (a) are applicable to all Reserve Components.
5. FORMS. Enclosure (1) contains implementation policy and procedures.

Encl: (1) Coast Guard Reserve Commissary Privilege Card Policy and Procedures  
(2) Sample of DD form 2529, Commissary Privilege Card

COAST GUARD RESERVE COMMISSARY PRIVILEGE CARD  
POLICY & PROCEDURES

1. POLICY. The policies for access to military commissaries by reservists and their dependents are established by the Department of Defense (DOD) and should be uniformly applied to all service members. Commissary Privilege Card (CPC) eligibility is based on a reservist's current status and satisfactory Federal Service performed during the preceding anniversary year. A year of satisfactory Federal Service is defined as attaining 50 or more retirement points. Members of the Coast Guard Reserve in the categories listed below are eligible to use military commissaries on a limited basis.
  - a. Active Duty. Any member of the Coast Guard Reserve, who is ordered to active duty for any purpose, with or without pay, is authorized to use military commissaries during the inclusive period of the actual active duty.
  - b. Drilling Reserve Members. All drilling reservists (Selected Reserve (SELRES) and Individual Ready Reserve (IRR)) with fewer than 20 years satisfactory Federal Service, who completed the previous year satisfactorily, will be issued a CPC authorizing the bearer 24 days of discretionary visits during the following calendar year.
  - c. Retired Awaiting Pay (RET-2) Members. Each member in RET-2 status is authorized 24 days of discretionary visits during a calendar year. It is the responsibility of HRSIC to ensure CPCs are distributed directly to RET-2 members prior to the beginning of each calendar year.
  - d. Members in Receipt of Retirement Eligibility Letters. In accordance with Title 10 U.S. Code Section 1064, members who have received their retirement eligibility letter stating they may request RET-2 status are eligible for commissary benefits. These members are entitled to receive a CPC each year, until their 60th birthday.

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- e Widows/Widowers. The widow/widower of a Retired Awaiting Pay (RET-2) member is entitled to a CPC, regardless of the Survivor Benefit Plan election. Upon receipt of notification of the reservist's death, HRSIC will issue the qualifying widow/widower a CPC. The widow/widower will continue to be issued a CPC by HRSIC each calendar year until the anniversary of the reserve member's 60th birthday.
  - f Reservists Separated Under Transition Benefits Program. Reserve members separated under the Reserve Transition Benefits Program, who have less than 15 years of satisfactory federal service, are eligible for two years of commissary benefits. HRSIC will prepare and mail CPCs to qualifying reservists at the time of processing the involuntary separation.
2. DESCRIPTION. Each CPC consists of the following three parts:
- a A unit record portion to be detached and retained by the Issuing Authority as a control record (see paragraph 4.a. below).
  - b A mailer portion to display the individual's name and address through a window envelope.
  - c The privilege card portion, which must be detached from the mailer and used by the member/dependent to gain entry to military commissaries.
3. PROCEDURES FOR ISSUING CPCs:
- a Annual. Prior to the beginning of each calendar year, HRSIC will print a CPC for each member entitled per paragraph 1 above. The cards will be signed by HRSIC and mailed directly to the reservist's home.
  - b Certifying Dependents. Dependent's names are no longer required to be printed on the CPC. HRSIC will print "PER DEPENDENT ID CARD" in the space provided for dependent names.

- c Replacement of Lost CPCs. Reservists who lose or have their CPC stolen may request a replacement by submitting a letter to HRSIC(MAS), via their unit Commanding officer. Those members not attached to a unit should submit letters directly to HRSIC(MAS). The letter shall state the following: "I certify that the Commissary Privilege Card previously issued to (insert name of cardholder) was (insert "lost" or "stolen") under the following circumstances (give complete circumstances surrounding loss or theft). If the original CPC is recovered I will return it to HRSIC(MAS)."
- d Mid-Year Eligibility
  - (1) Former National Guard or DOD reserve members entering the SELRES or drilling IRR status after the beginning of a calendar year who are eligible, IAW paragraph 1.b. above, may request a CPC by sending supporting documentation to HRSIC(MAS).
  - (2) New Coast Guard Reserve members who obtain 50 or more retirement points as defined by Chapter 4 of the Reserve Policy Manual, COMDTINST M1001.28 (series) may request a CPC from HRSIC prior to the issuance of the annual CPCs.
- e Expiration Date. The expiration date will be 31 December of the calendar year for which issued (except in the case of CPCs issued to RTB members). Unused visits cannot be carried forward into a subsequent year.
- f Lamination. Since commissary officials will need to date-stamp the CPC for each visit to the commissary, the card **must not** be laminated.

#### 4. SECURITY AND ACCOUNTABILITY

- a Distribution Procedures. Prior to each calendar year, HRSIC will print a CPC for each member entitled per paragraph 1 above. HRSIC shall maintain the CPC log for security and accountability of the CPCs.

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- b Members Leaving Active Participation. When a reserve member leaves active drilling participation and is not retirement (RET-2) eligible, the unit shall collect and destroy the CPC and notify HRSIC.
- c Documenting Lost or Stolen Cards. Units receiving reports of lost or stolen CPCs under paragraph 3.c. above will forward such reports to HRSIC(MAS).

5. COMMISSARY ACCESS IDENTIFICATION REQUIREMENTS.

- a Reservist on Active Duty. Reserve members on active duty shall be required to present a valid DD Form 2CG (Reserve), "Identification Card, Armed Forces Reserve," and an official copy of orders to active duty for the appropriate dates prior to entry into a commissary. Dependents shall be required to present a copy of the sponsor's active duty orders along with a valid Reserve dependent ID card (DD Form 1173-1). Names of dependents are not required to be listed on the orders.
- b Inactive Duty Reservists. A reserve member, not on active duty, shall be required to present a CPC, along with a valid DD Form 2CG (Reserve), to gain access to a military commissary. An authorized dependent shall be required to present a CPC along with a valid Reserve dependent ID card. Commissary officials shall date-stamp the current date in one of the twenty-four blocks on the card prior to authorizing entry to the commissary.
- c Members Denied Facility Access. Any reservist or dependent denied entry to a commissary after presenting their proper ID and valid CPC shall immediately notify their commanding officer. The commanding officer shall contact the commissary installation command to resolve the problem. Those members not attached to a unit should contact the nearest ISC for assistance. Continued difficulties may be referred to Commandant (G-WTR) for conflict resolution.